

Six Digit Reports

There are three reports that present expenditures:

1. Six Digit Expenditure Detail Report
2. 6 Digit Object of Expenditure Report
3. Six Digit expenditure by Fund

1. The first report includes details of vouchers posted. It does not include payroll fund transfers or payroll claims. It does include Miscellaneous Payroll Withholding claims.

Entries for claims posted on the last day of the month are generated as AP entries in the general ledger on the following day. Reports ran for January and before will have this as a reconciling difference. The process timing will be changed and this will not be a difference for February and beyond

2. The second report summarizes the expenditures by class, department and account. This report includes vouchers posted, PFTs and payroll claims.

The expenditures for classes that begin with the same three numbers when added together should agree with the Expenditures on the summary of Receipts and Disbursements report.

Payroll fund transfers from funding sources are included as account 511999. In the 90500 class, payroll fund transfers are reflected as a negative number in the 511999 account and the distribution of the expense to the appropriate account is shown as a positive number. Cancellations processed through the payroll system will be included in the account 511999.

This report should tie in total to the third report.

3. The third report summarizes expenditures at the major class and subclass of accounts (ie 511000 – Personal Services).